

# HAVIEDEN LIMITED

## SMOKING POLICY

### 1. WRITTEN POLICY

The employee will receive a copy of this policy in the employee's orientation packet. In addition, copies of the policy are posted in various locations throughout his facility including {NAME LOCATIONS: E.G., THE BREAK ROOM}. Additional copies are available upon request.

### 2. SMOKING IN THE WORKPLACE

Because HAVIEDEN LIMITED COMPANY is a private building not open to the public, smoking at HAVIEDEN LIMITED COMPANY is not governed by state law or local ordinance. Smoking is not allowed in areas unassigned by the Company. Please observe the posted no smoking signs.

### 3. SMOKING/NO SMOKING SIGNS

To support its policy of not allowing smoking in other than designated smoking areas. HAVIEDEN LIMITED COMPANY has posted "No Smoking" and "Smoking" Signs in the appropriate areas. Each sign posted in an area where smoking is prohibited carries the intentionally recognized symbol for no smoking, a red circle containing a lit cigarette with a line drawn diagonally through the circle. Please observe these signs at all times.

### 4. NON-DISCRIMINATION

What the employee does outside of working hours and off HAVIEDEN LIMITED COMPANY's premises will not be the basis of any disciplinary action by HAVIEDEN LIMITED COMPANY. Nor will HAVIEDEN LIMITED COMPANY pursue a policy of discharging employees or refusing to hire applicants because they are smokers.